



TRANSFER/PROMOTIONAL OPPORTUNITY

BUDGET & MANAGEMENT SPECIALIST ASSISTANT Dept. of Administration—Budget and Management Division

This position may be filled at a lower level depending upon the qualifications of the candidate and the needs of the Department of Administration – Budget and Management Division.

PURPOSE: Carry out analysis and recommendations on several major departmental budgets, complex public policy, fiscal and management analysis studies, and budget administration. Provide direction, guidance, and training to lower level analysts as the principal analyst on complex studies.

ESSENTIAL FUNCTIONS:

- Assume primary responsibility for a significant policy area in the city budget.
- Analyze the budgets or funds for assigned administrative and support operations of the city.
- Develop and present recommendations based on review and analysis of assigned budgetary requests to the Budget and Management Director and the Mayor.
- Assist in preparing city-wide budget documents for assigned city departments.
- Attend budget hearings and assist Budget and Management Director in clarifying and supporting recommendations for assigned areas of the city budget.
- Assist in the analysis and production of the overall city budget.
- Review and analyze requests to fill vacant positions, fund transfers, contingent funds allocations, and other management and financial matters.
- Act as liaison between the Budget and Policy Division and selected city departments and agencies.
- Conduct or assist in policy, program, and organizational studies and evaluations as assigned.
- Perform other related duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Current status as a regularly appointed employee of the City of Milwaukee, having passed the probationary period for the current position held.
2. Bachelor's Degree in Public Administration, Public Policy, Finance, Accounting, Applied or Agricultural Economics, Urban Planning, Business Administration, or related field from an accredited college or university.
NOTE: Copies of transcripts must be submitted with application -OR- sent to Budget and Management Director, Mark Nicolini, 200 E Wells Street, Room 603, Milwaukee, WI 53202. (Student copies are acceptable.)
3. Three years of experience performing budget or financial management, policy analysis, or duties related to the position.

NOTE: *Equivalent combinations of training and experience may also be considered.*

Budget & Management Specialist Assistant

DESIRABLE QUALIFICATIONS:

1. Master's Degree in Public Administration, Public Policy, Finance, Accounting, Applied or Agricultural Economics, Urban Planning, Business Administration, or related field from an accredited college or university.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of budget and policy analysis in order to provide service to assigned city departments.
- Ability to apply budget and policy analysis techniques in a creative manner through the job functions of the position.
- Ability to make expenditure projections and estimate costs of service to facilitate accurate budget preparation.
- Skill in making clear and concise oral and written presentations to effectively convey critical information and defend recommendations.
- Skill in working collaboratively with a diverse group of co-workers, City departments and officials.
- Computer skills, including proficiency with Microsoft Word, Excel, and PowerPoint to efficiently perform assigned tasks.
- Knowledge of the City's Financial Management Information System (FMIS).
- Ability to determine and apply the appropriate statistical techniques when analyzing financial data.
- Ability to manage multiple assignments simultaneously.
- Skill in planning and organizing assigned tasks to complete work in a timely manner.
- Skill in exercising sound judgment in order to deal with confidential and highly sensitive projects.
- Ability to demonstrate initiative in order to identify opportunities for financial or management analysis.

THE CURRENT PAY RANGE (PR 2IX) IS: \$57,028 to \$79,836

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments; written tests, interview, or other assessment methods. The Department of Employee Relations and the hiring department reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

APPLICATION PROCEDURE:

- Applications may be obtained from the Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee, WI 53202, by calling 286-3751, or by visiting www.milwaukee.gov/jobs.
- Applications should be returned to: **Mark Nicolini, Budget and Management Director**, by **February 1, 2013**. *Receipt of applications may be discontinued any time after that date.*